

ADMINISTRATIVE - INTERNAL USE ONLY

8 November 1984

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Information Services

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SUBJECT: OIS Weekly Report (1 -7 November 1984)

A. PROGRESS ON ACTION ITEMS

1. Information Services Centers (New Building). The Office of Information Services referent to the New Building Project Office met with representatives of the Offices of Communications and Data Processing (OC & ODP) to discuss their respective office requirements for the Information Services Center (ISC) they will share in the New Headquarters Building. The representative from ODP outlined the structure and operations of the data access function and the types of equipment that would be needed. The representative from OC was concerned about limited space allocated for the ISC. It was explained that the space allocation was based on the current table of organization of each office's current registry and the grade level of their registry employees. The copy service function was also discussed including the hours of operation and ease of access. The RMOs for both offices will now provide specific space requirements for the ISC to the New Building Project Office.

2. OSS Records. IRMD arranged the transfer to the National Archives and Records Service (NARS) of 18 cubic feet of OSS records dealing with World II operations in Greece. The Information Management Staff, DDO (IMS/DO), expedited the review and transfer of these records--at NARS' request--to support the research efforts of a British historian who is preparing an official history of the British Special Operations Executive in Greece. The records were selected from ten separate records deposits and covered eight items on the OSS Records Control Schedule.

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B. SIGNIFICANT EVENTS AND ACTIVITIES

1. Information Services Center [REDACTED]. The Deputy Chief of IRMD and other representatives met with the Deputy Chief, Administrative Management Division, Office of Communications, and the Executive Director of the Office of Logistics (EXO/OL) to review a draft Memorandum of Understanding (MOU) on restructuring the OC/OL registry operation. Both offices agreed in principle to the MOU, which provides for separating the information management function from the registry and for setting up an Information Services Center to provide registry support to both offices. Further discussions were held with OC concerning the positions being transferred to OC from the existing registry, and it was tentatively agreed that one transferred position would also be used for an Associate Records Management Officer. The position would be staffed by OIS and would provide assistance to Records Management Officers of both offices on a part-time basis. OC will contact OIS after discussing these matters with the Director of Communications; EXO/OL indicated that the Office of Logistics supported the MOU as drafted.

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2. Records Center. Personnel from Lundia Corporation completed the installation of new rails for two sections of movable shelving at the Agency Archives and Records Center (AARC). Subsequent testing of the shelving by Center personnel showed that it was not moving freely and further adjustments were needed. Fortunately, the testing took place before records material had been returned to the shelving. Lundia Corporation was contacted and workmen returned to repair the units on 6 November. The Records Center employees will now replace the records on the shelving after duty hours.

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Attachment

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